

ADMINISTRATIVE ASSISTANT REPORT

May 2015

05/22/15

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and submitted the Form C report to the WI DOR. The Form C sub-report was submitted to the DOR by the deadline. The auditors have not yet scheduled when they will come and do the "testing" portion of the audit. It may not happen until sometime in July, instead of June. I still have quite a bit of work to finish before they can come
2. I've been working on the new remote program of the Town's accounting software. It is very different, but am getting the hang of it. Some of the information and account balances didn't transfer during the conversation, so I'm looking for some help on their end.
3. I understand there is some confusion regarding the 2014 County Property Tax Exemption bill 70.62 (4). If the Town spends, for certain services, equal or more than the Town's share of the County's tax levy for these services, the Town may apply to the County to be exempt from that portion of the County's tax levy, resulting in the Town's taxpayers paying a slightly smaller share of the Ashland County tax levy. Unlike the County Library Exemption (43.64(2)), Ashland County has the opportunity to deny the request for exemption. The Town applied for exemption in 2014, Ashland County denied the Town's claim for exemption, the two Board met and agreed to meet again to negotiate what is applicable. Currently, I have nothing to bill the County for, under the exemption.

MISCELLANEOUS:

1. One industrial zone lot lease has not been received and will be re-billed. The owner of 2 lots sent a 50% payment for each. If payments are not received, it will be a Town Board agenda item.
2. Waggie and I will be taking time off here and there. We both have vacation time to use before our anniversary dates (Waggie's is mid-June and mine is early July).
 - We may both need to request an extension to use up existing vacation time.
 - Some needed times off may overlap between Waggie & I, so we will post notices of this at the Town Hall & the Post Office.
3. We had a safety training refresher on Tuesday, May 5th. This is an on-going item to be worked on.
4. Since Monday is Memorial Day and the Town Hall is closed, it shortens up the time period for processing bills to be presented to the Town Board for approval, as well as processing payroll.
 - Due to an appointment, I will be out of the office on Tuesday, May 26th.
 - I'll be processing vouchers over the weekend, they will be ready for the TB meeting.
 - Timesheets, as much as I am able to, will be processed this weekend and the remainder will be done on Tuesday night and Weds. Due to the Director Deposit timing, payroll must be uploaded by 4:00 on Weds.
5. I completed the Fire Department/Ambulance's WI DOR renewal application 2014-2015 Raffle License for the 2015-2016 period and reports were filed and the new raffle license was rec'd today.

GRANTS:

1. The 2014 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30th deadline.
2. Work on BBTP Grant(s) Reimbursement requests continue to be pushed back.

Respectfully submitted,

Barb Nelson
Administrative Assistant